

1 BILL NO. S-92-05- 14

2 SPECIAL ORDINANCE NO. 88-92

3 AN ORDINANCE amending the 1992  
4 Salary Ordinance (S-239-91) to  
5 change the title and labor grade  
6 of Executive Secretary VIII,  
7 Labor Grade 8, to Executive  
8 Secretary VII, Labor Grade 7, in  
9 the Drug Regional Advisory  
10 Council.

11 WHEREAS, the currently-listed position of Executive  
12 Secretary VIII, Labor Grade 8 is amended to Executive Secretary  
13 VII, Labor Grade 7, according to the rewritten and re-evaluated  
14 job description attached hereto and made a part hereof.

15 WHEREAS, the reduction from Labor Grade 8 to 7 is in  
16 conformance with the request from the Governor's Office to re-  
17 evaluate the position and also to bring the position into  
18 compliance with the City's evaluation system.

19 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL  
20 OF THE CITY OF FORT WAYNE, INDIANA:

21 SECTION 1. Section 3. of the 1992 Salary Ordinance  
22 (S-239-91) is amended as follows:

<u>LABOR GRADE</u>	<u>TITLE</u>
<u>7</u>	<u>EXECUTIVE SECRETARY VII</u>

23 OFFICE OF THE MAYOR (Drug Regional Advisory Council)

24 SECTION 2. That this Resolution shall be in full  
25 force and effect from and after its passage and any and all  
26 necessary approval by the Mayor.

27 C. R. Edmund  
28 Councilmember

29 APPROVED AS TO FORM  
30 AND LEGALITY

31 J. Timothy McCaulay  
32 J. Timothy McCaulay, City Attorney

**EXECUTIVE SECRETARY VII****REGIONAL COORDINATING OFFICE/MO**

Working under the direction of the Co-Directors of the Regional Coordinating Office for a Drug-Free Indiana, incumbent coordinates correspondence and information between the Regional Coordinating Office and all interested parties, and performs a variety of office duties and special projects as necessary.

**DUTIES:**

- Sorts through, compiles and updates all incoming information, and mails materials to substance abuse service providers and other interested parties;
- Compiles mailing lists for use by the office;
- Builds and manages data base of information and names for use by the Governor's Task Force or interested parties;
- Types numerous reports, letters and proposals, including compiling and typing monthly, quarterly and annual reports for the City and State as necessary;
- Greets the public and answers and directs telephone calls, providing assistance when required;
- Performs various administrative duties for the Co-Directors, including payroll functions, etc.;
- Performs other duties as required.

**ESSENTIAL FUNCTIONS:**

- Sorts through compiles and updates all incoming information, and mails materials to substance abuse service providers and other interested parties;
- Builds and manages data base of information and names for use by the Governor's Task Force or interested parties;
- Types numerous reports, letters and proposals, including compiling and typing monthly, quarterly and annual reports for the City and State as necessary;
- Greets the public and answers and directs telephone calls, providing assistance when required;
- Performs various administrative duties for the Co-Directors, including payroll.

**REQUIREMENTS:**

- Any combination of work experience or education equivalent to a high school diploma supplemented with courses in typing, computer, and office machines;
- Ability to type, develop forms and knowledge of creative letter writing;
- Advanced knowledge of computers and their applications, including the ability to build data bases;
- A minimum of two years experience in office procedures and/or office management;
- Ability to maintain accurate computer records and files;
- Ability to establish and maintain effective working relationships with co-workers, substance abuse service

- providers, various non-profit and governmental agencies and the general public;
- Excellent oral and written communications skills including positive phone skills and receptionist attributes;
  - Ability to work independently with strong organizational and management skills;
  - Valid Driver's License required.

**DIFFICULTY OF WORK:**

Incumbent's work consists of moderately complex, relatively standardized tasks with generally accepted office management and personnel procedures but is required to use independent judgement to complete a variety of duties and special projects. The work may involve analysis of situations containing many interrelated variables dealing with substance abuse reduction.

**RESPONSIBILITY:**

Incumbent will be required to contribute to the effective operation of the office. Completion of special projects will frequently be required in addition to incumbent's other office responsibilities. Incumbent must make choices on a variety of relatively standardized assignments without the aid of specific instructions from the supervisors. Errors in decision or work would be revealed through adverse effects on operations. Unusual problems are discussed with the supervisors when work is reviewed upon completion or spot checked for compliance.

**PERSONAL WORK RELATIONSHIPS:**

Incumbent has contact with staff members, other city departments, social service agencies and the general public. These contacts involve giving and receiving factual information in order for the office to run smoothly.

**SUPERVISION:**

Incumbent does not directly supervise any staff.

**LICENSE NEEDED:** Valid Driver's License

**IMMEDIATE SUPERVISOR:** Co-Directors of Regional Coordinating Office

**HOURS:** 8:00 a.m. - 5:00 p.m.; may vary depending on need.

**SALARY:**

**EEO CATEGORY:** 06

**CLASSIFICATION CATEGORY:** COMOT

**UNION:** Exempt

**WORKER'S COMP CODE:** 8810

**FLSA:** Non-Exempt

**REVISED:** 8/1/90, 3/31/92

Read the first time in full and on motion by Edmunds, seconded by \_\_\_\_\_, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

DATED: 5-12-92 Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Disjuncta, seconded by \_\_\_\_\_, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>9</u>			
BRADBURY	<u>✓</u>			
EDMONDS	<u>✓</u>			
GiaQUINTA	<u>✓</u>			
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 5-26-92 Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. S-88-92 on the 26th day of May, 1992

ATTEST: (SEAL)  
Sandra E. Kennedy Thomas P. Henry  
SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 28th day of May, 1992, at the hour of 3:00 o'clock P. M., E.S.T.  
Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 29th day of May, 1992, at the hour of 11:30 o'clock A M., E.S.T.  
PAUL HELMKE  
PAUL HELMKE, MAYOR

DIGEST SHEET

TITLE OF ORDINANCE: Amendment to 1992 Salary Ordinance (Special Ordinance No. S-239-91,) to change the title and labor grade of Executive Secretary VIII, Labor Grade 8, to Executive Secretary VII, Labor Grade 7, in the Drug Regional Advisory Council.

DEPARTMENT REQUESTING ORDINANCE: Personnel/Labor Relations (5-8-92)

SYNOPSIS OF ORDINANCE: Amendment to change the title and labor grade of currently-listed position of Executive Secretary VIII, Labor Grade 8, to Executive Secretary VII, Labor Grade 7, per rewritten and re-evaluated job description. Change to be effective from and after passage of ordinance.

EFFECT OF PASSAGE: Reduction of Labor Grade from 8 to 7, in conformance with request from Governor's office to re-evaluate position and also to bring position into compliance with City's evaluation system.

*S-92-05-14*

EFFECT OF NON-PASSAGE: Position remains Labor Grade 8.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS): No added cost. No specific savings during 1992; potential savings in future years.

ASSIGNED TO COMMITTEE (PRESIDENT): \_\_\_\_\_

BILL NO. S-92-05-14

REPORT OF THE COMMITTEE ON  
FINANCE

MARK E. GIAQUINTA, CHAIR  
DONALD J. SCHMIDT, VICE CHAIR  
EDMONDS, RAVINE

WE, YOUR COMMITTEE ON FINNACE TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) amending the 1992  
Salary Ordinance (S-239-91) to change the title and labor  
grade of Executive Secretary VIII, Labor Grade 8, to Executive  
Secretary VII, Labor Grade 7, in the Drug Regional Advisory  
Council

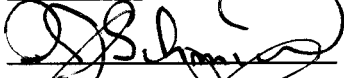
HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

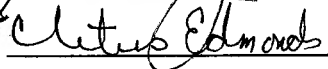
DO NOT PASS

ABSTAIN

NO REC







DATED: 5-26-92.

Sandra E. Kennedy  
City Clerk